To view items up for review:

1. Log in at [http://nextcatalog.calllutheran.edu/courseleaf/approve/](http://nextcatalog.calllutheran.edu/courseleaf/approve/)

2. You will be prompted to log in. Log in using your CLU username and password. If you are not prompted to log in click the icon on the far left corner.

3. This page will now open onto the approval page. Make sure that **Your Role** is changed from your username to show the committee that you are on.

4. Once you have changed it to the committee that you are on you will see a list of items that need to be reviewed.

5. Click on one and the bottom half of the page will show the proposal along with the where it is in the workflow and any changes in red/green.
6. The **Approve**, **Rollback**, and **Edit** buttons should only be used by the committee chair. If you are a member of the committee, please do not use these buttons.

**When you get an email to approve/review items:**

1. When you receive an email from **Catalog Editor**, please open and review your message. Your email will look something like this:

   ```
   From: Catalog Editor [mailto:callutheran@notify.courseleaf.com]
   Sent: Tuesday, September 25, 2012 4:28 PM
   To: [email address]
   Subject: [CIM Courses] Course Changes: EPPC Notify

   There have been proposed changes to the course ACTV 1xx: Tang Soo Do you may be interested in. You may review these changes by visiting:
   http://nextcatalog.callutheran.edu/courseadmin/?code=ACTV1xx

   No action on your part is necessary.

   For questions or information regarding this email, please reply to this email (koien@callutheran.edu) or contact Karissa Oien (805-493-3148).
   
   Thank you.
   
   -- CourseLeaf
   ```

2. Click on the link that is listed in the email. This will take you to the approval page. Again, make sure that **Your Role** is changes to your committee.

3. You will be able to see any pages that need your approval. Click on the page you would like to review and you will see it appear below the approval box. You can then review the changes that were made and at that point choose to **Edit**, **Rollback**, or **Approve** by clicking the appropriate button.

4. You will need to do this with all the pages in your approval box.

If you have any questions, please contact Maria Kohnke ([Kohnke@callutheran.edu](mailto:Kohnke@callutheran.edu)) or Karissa Oien ([koien@callutheran.edu](mailto:koien@callutheran.edu)).